

Washington County

Job Description



Title:	HR Tech		
Division:	Human Resources	Effective Date:	07/08
Department:	Human Resources	Last Revised:	
Career Service:	Eligible	FLSA:	Eligible

GENERAL PURPOSE

Performs a variety of **general administrative, and complex clerical support** as needed to expedite the day-to-day operations of the department, including workers comp, wellness program, drug free workplace program, and other general employment functions, programs and procedures.

SUPERVISION RECEIVED

Works under the general supervision of the Human Resource Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

EMPLOYMENT - Performs recruitment activities in support of Departmental Staffing needs; assists with developing interviewing questions; may participate as assigned in hiring of new employees; maintains records related to the hiring process; conducts new hire orientation/benefits enrollment to ensure new employees understand their benefits and enrollment provisions; verifies I-9 documentation and maintains appropriate files; conducts exit interviews and processes all necessary paperwork; assists in development of overall employment procedures by recommending improvements or changes when deemed necessary.

BENEFITS - Assists employees with questions regarding insurance, benefits, policies, address changes, beneficiaries, and 401 (k) changes. Conducts open enrollment during the 4th quarter of each year. Arranges for distribution of materials from carriers; assists with communicating changes to employees; arranges for onsite representation by providers as needed. Acts as liaison between employees and insurance providers to resolve benefits-related problems. Assists in development of overall benefits procedures by recommending improvements or changes when deemed necessary.

HUMAN RESOURCES PROGRAMS- Develops ideas, generates support, creates an implementation strategy, and oversees successful administration of various HR projects. Such programs include, but are not limited to, County's Worker's Compensation Program, County's Drug-Free Workplace Program, and County's Wellness Program. Assists in development of overall HR projects by recommending improvements or changes when deemed necessary.

SAFETY- Implements and monitors the county safety program. Establishes and manages Safety Committee through meetings and trainings to assist them in their role and responsibilities. Works throughout all departments within the county to create a proactive safety culture.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with an associate degree;

AND

B. Two (2) years of experience performing above and related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of bookkeeping and general accounting techniques most appropriate to computerized systems; personal computer operations and applications; i.e., Word, Excel; laws and regulations governing accounting responsibility and payroll processing; acceptable

purchasing procedures, bidding requirements and related regulations; general office management; inter-personal communication skills; human resource management theory, methods, and practices; the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines; county department operations including applicable laws and regulations; federal and state laws as they apply to personnel management practices; benefit costing procedures; basic computer operation.

Skill in the operation of personal computer and various software applications.

Ability to communicate effectively, verbally and in writing; maintain quality work production while dealing with various deadline pressures; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; work quickly and accurately with numbers; perform advanced mathematical computations; operate various types of office equipment such as adding machine, typewriter, etc.; work under time pressures in meeting deadlines; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications:

Typing skills essential, accuracy emphasized over speed.

4. Work Environment:

Typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, but do require frequent walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required for many tasks. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)